

# THE ADMINISTRATOR

FIRST QUARTER 2007



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## A MESSAGE FROM THE SECRETARY



*Secretary Britt Cobb*

It is my pleasure to welcome you to the debut issue of the N.C. Department of Administration's new employee newsletter, **THE ADMINISTRATOR**. I especially want to thank the Division contacts whose hard work has made this publication possible.

The goal of **THE ADMINISTRATOR** is to help keep employees informed of current news and opportunities. I welcome your input and encourage you to submit suggestions for what you would like to see in future issues to Jill Warren Lucas and Jayce Williams of the Public Information Office.

Please be sure to also submit good news to your Division's Newsletter Coordinator. Your Coordinator will relay details about awards, birthdays and other personal activities that members of your Division would like to share with co-workers through this publication. A list of all Newsletter Coordinators can be found on page 7.

Regards,

*Britt Cobb*

## TOM DASCHLE TO DELIVER KEYNOTE ADDRESS AT 4TH ANNUAL N.C. SUSTAINABLE ENERGY CONFERENCE

The State Energy Office (SEO) will present its fourth annual N.C. Sustainable Energy Conference March 7-8 at the McKimmon Center in Raleigh. Senator Tom Daschle, special policy advisor with Alston & Bird, LLP, and former U.S. Senate majority leader, will serve as the keynote speaker.

The theme of the event is "Linking Energy, Environment, and Economy." Sessions will explore how the three are connected for a sustainable energy future for North Carolina. A full agenda is available online at [www.energync.net](http://www.energync.net).

The Leadership in Sustainable Energy

Awards will be presented during the March 8 luncheon and will recognize North Carolina companies and organizations that are leading proponents of energy efficiency, renewable energy, alternative fuels, sustainable economic development, and environmental stewardship.

For registration information, visit <http://continuingeducation.ncsu.edu/State-Energy-Conference.html>.

The SEO serves as North Carolina's lead agency for energy programs, services and information. The office promotes energy efficiency, renewable energy



*Tom Daschle*

and alternative fuels, striving toward a sustainable energy future.



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## PROPER ADDRESSING STREAMLINES EFFORTS AT MAIL SERVICE CENTER

The Mail Service Center (MSC) received positive results from a survey of its intercity clients conducted in October 2006. A second survey will begin soon to assess courier service and determine ways to improve mail delivery.

Some of the problems identified in the first survey can be resolved with help from MSC customers.

"We heard some complaints about delays," said MSC Director Felix DeSantis. "Appropriate and complete addresses, and the use of bar codes, top the list of ways the customer can make sure their mail is processed in a timely manner."

To assist in the prompt handling and delivery of items, MSC offers the following guidelines:



*From left, Javon Flowers, Greg Willis and Betty Cox.*

### WHEN ADDRESSING INTEROFFICE MAIL:

- Ensure there is a complete MSC number on the envelope.
- Check to make sure other addresses on the envelope are marked out to avoid confusion.
- Do not staple interoffice envelopes. Staples can cause injury to employees working the mail as well as jam machinery.

### WHEN ADDRESSING UNITED STATES POSTAL SERVICE (USPS) MAIL:

- The delivery address must be printed in a larger font than the return address. Sorting machines tend to recognize the largest font as the delivery address. An error could result in your outgoing mail being delivered back to you.
- MSC only accepts unsealed #10 envelopes. Unsealed envelopes should be banded together and not mixed with sealed envelopes. MSC does not accept unsealed manila envelopes.

### IN ALL INSTANCES:

- Use your assigned bar code slip with all outgoing mail.
- Separate MSC and courier mail.
- Separate USPS and interoffice mail.
- Separate USPS and any other mail.

### PERSONAL MAIL:

- Do not use your MSC address to send or receive personal mail, including packages handled by delivery services.
- USPS and private delivery services do not deliver directly to employees but rather drop off items at the MSC office on Blue Ridge Road, regardless if the package has the MSC number or street address. MSC employees must then sort and deliver mail and packages, resulting in increased costs and time delays.
- Personal packages delivered to MSC will not be accepted. Employees will have to make other arrangements to receive their items.

The MSC Help Desk is available to assist customers and provide bar code labels. LeaAnne Harris is the contact for all issues or questions regarding both MSC and courier clients. She can be reached at [MSCHelp@ncmail.net](mailto:MSCHelp@ncmail.net) or 919-733-2913.

## MORE DIVISIONS SHIFT TO NEW DOA WEBSITE FORMAT

More DOA Divisions are transforming their old websites to match the new format approved by Secretary Britt Cobb in 2006. The consistent appearance and arrangement of content has generated positive feedback from both DOA and outside users.

"This transition has been in the works for a long time," Cobb said. "I am pleased that so many of our Divisions are receptive to the new format, which I believe is a better match for the professional services they deliver."

In addition to the Secretary's Office, some of the first Division pages to undergo renovation include Motor Fleet Management, State Parking Systems, State Environmental Review Clearinghouse, License to Give Trust Fund Commission and Mail Service Center. Several more sites are currently in development and will debut soon.

Divisions interested in priority overhaul of their sites should contact Jill Warren Lucas at 919-807-2496. As a reminder, requests for website updates should be submitted online via this link: [www.doa.state.nc.us/updates](http://www.doa.state.nc.us/updates).



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## EMPLOYEE SPOTLIGHT: MARION PATRICK, STATE PROPERTY OFFICE

Marion Patrick isn't someone who likes to be caught in the spotlight, but her extra efforts have attracted the attention of co-workers who nominated her to receive the first Administrator Extra Effort Award.

"I'm really more of a behind-the-scenes person," said Patrick, a real property agent in the State Property Office. "I just like doing my best at work and giving back to my community."

"Marion is very self-effacing, but she is highly dedicated to her work ethic and her commitments," said Blane Rice, her supervisor in the Ecosystem Enhancement Program Section. "She gives unselfishly of herself, both in her work for the state and her community. She's nothing short of amazing."

When not negotiating the sale or purchase of state land, Patrick spends much of her free time volunteering with the Wake Relief Food Pantry, a local food pantry

supported by Christ Episcopal and other area churches. Involved with this program for more than a decade, she coordinates the ordering and delivery of inventory to provide groceries for people in crisis.

"We serve roughly 7,000 people a year," Patrick said. "It's a project that means a lot to me, but I'm just a small part of what they've been doing for more than 30 years."

Patrick doesn't see anything extraordinary about her activities. "I just do what everybody else does," she said. "I hang out with my friends. I try to work in a little exercise. I'm really pretty average."

Joe Henderson, director of the State Property Office, disagrees.

"Marion is special," Henderson said. "There are many days she uses her lunch hour to pick up huge orders of food to deliver to the pantry. She works there



Marion Patrick

on holidays, on weekends, and gets kids involved in volunteering as well.

"We're fortunate to have her in our division," he said. "She's a great role model for all of us."

*Know someone at DOA who deserves an Administrator Extra Effort Award? Send your nomination to Jill Warren Lucas at [jill.lucas@ncmail.net](mailto:jill.lucas@ncmail.net)*

## 24 STUDENTS SELECTED FOR SPRING INTERNSHIPS WITH STATE AGENCIES

Two dozen North Carolina college, graduate and law students were selected in January for 16-week spring internships with state agencies.

The N.C. State Government Internship Program began in 1969 and is coordinated by the Youth Advocacy and Involvement Office of the Department of Administration. To be eligible for the program, a student must be a North Carolina resident with an overall grade-point average of 2.5 or better on a 4.0 scale, and must have completed at least one year of study.

To qualify for a position designated for law interns, a student must have completed at least one year of law school.

Thirty-eight students from 17 counties and 14 post-secondary institutions applied for the spring internships. Through a competitive selection process overseen by the N.C. Internship Council, 24 students were selected to work in projects in 10 departments and 16 divisions. Students began their internships on Jan. 16 and finish on May 4.

An additional 100 interns will be selected in May for the 10-week summer internship program. Students in the spring and summer internship programs are paid \$8.25 an hour for their jobs, which take them across North Carolina to perform a wide range of important tasks.



Intern Francesca Perez (right) with Si Harrington III, Military Collections Archivist.

Details about the program are available by calling the Youth Advocacy and Involvement Office at 919-733-9296, or by visiting its website at <http://www.ncyaio.com>. Information is also available in campus career services or cooperative education offices.



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## BEACON: BUILDING ENTERPRISE ACCESS FOR NC'S CORE OPERATION NEEDS

BY VALERIE FORD

DIRECTOR, HUMAN RESOURCES MANAGEMENT

Like a bright light shining the way to a better path, the BEACON Human Resources/Payroll Project will transform the way North Carolina does business.

Supported by legislation (Senate Bill 991), BEACON will modernize and standardize the state's key human resources (HR) and payroll business processes. Several state agencies are responsible for implementation of BEACON, including the Office of State Controller, Office of State Personnel, Information Technology Services, Office of State Budget and Management and the Department of Transportation. These will be joined by the Department of Administration, Department of Correction, Department



of Revenue, the Governor's Office and the Lieutenant Governor's Office when BEACON "goes live" in January 2008. All remaining state agencies are scheduled to join in April 2008.

Standardization of new hire employment, separation and employee transfer processes across state agencies will result in several enhancements to the state's HR systems. Employees should see many benefits to the modernized processes, such as being able to independently update personal data including banking information, addresses and the number of dependents, as well as view and print electronic W-2 forms and copies of payroll stubs online. For those employees who do not have access to a computer either at home or work, the HR and payroll offices will continue to process

manual copies of personnel updates.

BEACON will not rely on an employee's Social Security number. Each employee will be issued an ID number that will be used throughout his or her state government career. This step should provide added comfort to those concerned about privacy.

BEACON also will provide benefits to managers and supervisors, who will have the capability of creating a variety of business intelligence reports that will support fingertip analysis of and cost of human resources, as well as meet statewide and ad hoc reporting requirements.

For additional information regarding BEACON, including the latest updates, visit <http://www.beacon.nc.gov>.

## HUMAN RESOURCES NEWS

### NEW EMPLOYEES

Please join us in welcoming the following new employees to DOA:

**Brenda LaPorte**, Human Resources Management  
**John Turner, Sr.**, Mail Service Center  
**David Durham**, Facility Management  
**Deborah Compton**, Council for Women/Domestic Violence Commission  
**Richard Moser**, State Property Office  
**William Black**, State Capitol Police

### RETIREMENT

Congratulations to **Edwin Ellis**, who retired from the State Construction Office on Feb. 1.

### STATE SERVICE MILESTONES

#### 5 YEARS

**Stewart Hardy**, Mail Service Center  
**Phillip Jordan**, Human Relations Commission

#### 10 YEARS

**Eric Case**, Facility Management  
**Darryl Mitchell**, Facility Management  
**Peggy Walker**, State Energy Office

#### 15 YEARS:

**Daris Hunt**, N.C. Commission of Indian Affairs

#### 20 YEARS:

**Stuart Fowler**, Facility Management  
**Ronald Allison**, Motor Fleet Management

#### 25 YEARS:

**William Edger**, Facility Management

#### 30 YEARS:

**Randy Lee**, Division of Surplus Property

### TRAINING CALENDAR

#### March 7

Performance Management:  
Employees (10 a.m. to 12 noon)  
Supervisors (2 p.m. to 4 p.m.)

#### March 15

Career Banding:  
(10 a.m. to 12 noon)  
Writing Job Descriptions:  
(2 p.m. to 4 p.m.)

#### March 21

Customer Service:  
(9-11 a.m.)  
Mediation for Employees:  
(11 a.m. to 12 noon)



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## TEMPORARY VEHICLE ASSIGNMENT SHIFTS TO BLUE RIDGE ROAD

With the December closing of the downtown Motor Pool Annex, all temporary vehicle assignment services in Raleigh have shifted to Motor Fleet Management (MFM) at 1915 Blue Ridge Road.

"The transition has gone smoothly," said MFM Director John Massey. "We appreciate the effort state employees are making to provide adequate notice and return vehicles on time, which helps us ensure the availability to a limited pool of vehicles."

The relocation is due to Session Law 2003-404 (Senate Bill 819), which authorized the sale of state-owned property located in Raleigh known as the Blount Street Property. The sale of this property will close in four phases. The old Motor Pool Annex is part of the first phase.

### OPERATIONAL CHANGES

The move has forced downsizing of the temporary vehicle assignment operations

and established a "reservation only" policy. The type of vehicle and duration of time needed will be required information when reservations are made.

Space is provided for personal vehicles left at the Blue Ridge Road complex when temporary vehicles are checked out. Personal vehicles will be kept inside of MFM's fenced and secured property until temporary assigned vehicles are returned. The Motor Pool phone number for making a reservation remains the same: 919-733-7776.

### IF VEHICLES ARE NOT AVAILABLE

If Motor Pool vehicles are not available for check out, employees may use their personal vehicles consistent with reimbursement policy stated by State Budget and Management or, as an option, use the state contract for rental cars through the Division of Purchase & Contract.

Information regarding the contract and procedure for making a reservation provided by Enterprise Rent-A-Car can be

accessed online at [www.doa.state.nc.us/PandC/975a.pdf](http://www.doa.state.nc.us/PandC/975a.pdf). Please note that Enterprise has a downtown Raleigh location for convenient pick up and drop off for those employees working in the State Government Complex.

### RENTAL RESERVATION

To make a reservation for an Enterprise vehicle, visit [www.enterprise.com](http://www.enterprise.com). In the reservation screen, enter customer number 53E5000 to receive contracted rates. Your PIN number is NCS. You may use a separate customer number if you require a direct billing option.

Another option is to call 1-800-RENT-A-CAR and provide the customer service representative with the customer number. You also may call a local Enterprise branch directly. This option should be used if a free pick up is needed.

## STATE CONSTRUCTION CONFERENCE

The State Construction Office will present its 26th annual State Construction Conference Feb. 26-27 at the McKimmon Center in Raleigh. The event brings together contractors, subcontractors, engineers, architects, landscape architects and representatives of state agencies to discuss mutual concerns related to the planning, design and construction of state projects.

Scheduled topics include How to Facilitate the State Construction Office Review; Major Building Code Changes; Market Perspective on Sustainable Design; Effect of Economic Impacts on Construction Costs; North Carolina International Port and other Ports Authority Development Projects; and Leasing, Space Planning, General Real Estate and Easements.

The conference offers continuing education credit for qualified participants. To register or learn more about the conference, call the N.C. State University Office of Professional Development at 919-515-2261, or visit [www.continuingeducation.ncsu.edu](http://www.continuingeducation.ncsu.edu) (click on Conferences).

As part of the conference, DOA's Office of Historically Underutilized Businesses (HUB) will present a Contractors' Networking Reception and Expo. The event is free but RSVP is required. For information, call HUB at 919-807-2330 or send email to [HUBOffice.doa@ncmail.net](mailto:HUBOffice.doa@ncmail.net)



DOA's contribution to the current State Employees' Combined Campaign is \$29,554. Statewide, the SECC has raised nearly \$4.8 million.

Secretary Britt Cobb and Steve Davis, SECC interim executive director, commended Divisions coordinators during a Feb. 6 reception. The DOA campaign was organized by Buddy West with assistance from Al Deitch, Charlotte Battle, Sheree Pratt and Jill Warren Lucas.



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## 37TH ANNUAL YOUTH LEGISLATIVE ASSEMBLY

The 37th annual Youth Legislative Assembly (YLA) will be held March 16-18 in Raleigh. Presented by the Youth Advocacy and Involvement Office, YLA is an opportunity for North Carolina high school students to write, debate and vote on bills and share their views with legislators and other state government officials.

Following procedures used by members of

the N.C. General Assembly, participants will work in committees before gathering for general sessions. Among the items to be considered are a bill to implement a comprehensive sex education program in North Carolina public schools, a bill to require verbal proficiency in English of all North Carolina residents, and a bill to lower the drinking age in North Carolina from 21 to 18.

A YLA final report will be sent to the governor, members of the General Assembly and other key state leaders.

YLA 2007 sponsors are the N.C. Cable Telecommunications Association, the John William Pope Foundation, Embarq, Progress Energy and the N.C. Sheriff's Association.

To learn more about proposed legislation for each committee, visit the Youth Advocacy and Involvement Office web site at

<http://www.doa.state.nc.us/yaio/ylaconf.htm>

## DIVISION NEWS

### AGENCY FOR PUBLIC TELECOMMUNICATIONS

**Bill Ramsey** has been appointed interim director of the APT. The search for a permanent director will begin soon.

**Corey Root** completed her Masters of Public Administration from N.C. State University in December.

### STATE CONSTRUCTION OFFICE

The State Construction Office is "feeling the pinch" with the loss of several long-time employees. Former Assistant Director **Zack Albegunrin**, who came to the agency in 1989, accepted a promotion with N.C. Central University and left in December. Building Systems Engineer **Ed Ellis**, who also came to the agency in 1989, retired at the end of January. Assistant Director **Dan Murray**, who joined the SCO in 1979, is retiring at the end of March. The SCO appreciates the dedication, commitment, and hard work of these veteran employees – they will be missed!

### HUB OFFICE

HUB Director **Bridget Wall** is training for a marathon to raise money for the Leukemia and Lymphoma Society. She

will participate in the County Music Marathon in Nashville, Tenn., on April 28. Bridget's fundraising goal is \$3,600. To support her efforts, visit her link on the event website at

<http://www.active.com/donate/tntenc/bwall>.

Statistician **Matthew Idiculla** has been promoted to Compliance Specialist. Matthew has been with the HUB Office since 2004.

### STATE PROPERTY OFFICE

**Alton Phillips** has been promoted to General Real Estate Manager. Alton has 41 years of real estate experience.

Welcome aboard! **R. Mike Moser** joined SPO as a Real Property Agent for Ecosystem Enhancement Program in January. He brings more 20 than years of real estate experience.

### DIVISION OF PURCHASE AND CONTRACT

**Mike Mangum**, State Purchasing Officer and Director of DOA's Division of Purchase and Contract, has been selected by his peers to serve on the 2006-07 National Association of State Procurement Officials'

Board of Directors. NASPO represents the chief procurement officials in each of the 50 states, District of Columbia and the United States territories.

We extend our sympathy to **Charlotte Battle** in the loss of her brother, Charlie Lee Downing, Jr., of Edenton.

Congratulations to P&C members who have participated in the Weight Watchers program provided at the DOA building. We encourage other employees to join us in this opportunity to become more healthy.

P&C employees **Charlotte Battle** and **Peggy Crawley** represented their division in the 2006 State Employees Combined Campaign.

**Sondra Phillips** joined P&C staff Jan. 22 as Training/Compliance Officer on the E-Procurement Education and Outreach Team. Sondra was previously with the Office of the Treasurer.

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## MOTOR FLEET MANAGEMENT

Several Motor Fleet employees are celebrating birthdays in the first weeks of the new year. They include: **Delinda Williams** (Jan. 10), **Robert Morris** (Jan. 24), **Jackie Montgomery** (Jan. 26), **David Denton**, (Feb. 6), **Doris Johnson** (Feb. 8), **Willie Becoat** (Feb. 19), **Mike Cowart** (Feb. 21), and **Kelvin Kelly** (Feb. 24).

## N.C. COMMISSION OF INDIAN AFFAIRS

**Greg Richardson**, executive director of the N.C. Commission of Indian Affairs, has been appointed to the Action for Children North Carolina Board of Directors. The Raleigh-based agency serves as the statewide nonprofit, nonpartisan organization devoted to improving the well being of North Carolina's children and youth.

Several Indian Affairs employees recently celebrated services milestones. They include: **W.C. Groves** and **Ruth Lynch**, 30 years; **Barbara Young**, 25 years; **David Grigsby** and **Missy Brayboy**, 10 years; and **Tiffany Graham-Locklear**, five years.

## SECRETARY'S OFFICE

**Weight Watchers at Work** meets at 11:30 a.m. Tuesdays in Room 2087. Joining DOA employees from the Secretary's Office, Purchase and Contract and Human Resources are employees from the Governor's Office, Ethics Commission, State Budget, State Personnel and Justice Department. For information or to join the group, contact **Shirley Faulk** at 919-807-2318.

## DOA BLOOD DRIVE

The DOA blood drive, conducted in conjunction with the Governor's Office, will be held from 9 a.m. to 1:30 p.m. March 13 in an American Red Cross Bloodmobile behind the Administration Building. DOA employees interested in participating should contact Rhonda Stephens at 919-807-2490 or [Rhonda.Stephenson@ncmail.net](mailto:Rhonda.Stephenson@ncmail.net)

## DIVISION NEWS-CONTACT LIST

Do you have good news you'd like to share with DOA colleagues?  
Please submit items to your Division Coordinator listed below.

Agency for Public Telecommunications  
Commission of Indian Affairs  
Council for Women/Domestic Violence Commission  
Division of Facility Management  
Division of Non-Public Education  
Division of Purchase & Contract  
Division of Surplus Property  
Governor's Advocacy Council for Persons With Disabilities  
Office of Fiscal Management  
Office of Historically Underutilized Businesses  
Human Relations Commission  
Human Resources Management  
License to Give Trust Fund Commission  
Mail Service Center  
Management Information Systems  
Motor Fleet Management  
Secretary's Office  
State Capitol Police  
State Construction Office  
State Energy Office  
State Property Office  
State Parking Systems  
Veterans Affairs  
Youth Advocacy and Involvement Office

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*Governor Mike Easley, State of North Carolina*

*Secretary Britt Cobb, N.C. Department of Administration*

*Jill Warren Lucas, Director, Public Information Office*

*Jayce Williams, DOA Graphic Artist*